

PUBLIC NOTICE

**DEPARTMENT OF EMPLOYMENT GENERATION & TRAINING, PUNJAB, CHANDIGARH**

**SCO NO 47/1, SECTOR 17E, CHANDIGARH**

**ADVERTISEMENT FOR RECRUITMENT OF DEPUTY CHIEF EXECUTIVE OFFICERS, PLACEMENT OFFICERS & COUNSELORS**

Applications are invited for the posts in District Bureaus of Employment & Enterprise (DBEE's) purely on contractual basis for a period of 3 years (extendable depending upon job performance of selected candidates). Details are as follows:

Sr. No.	Name of Post	Emoluments (inclusive of everything)	No. of vacancies	Essential qualification	Age
1.	Dy. Chief Executive Officer of DBEE	Rs. 70,000/- PM	6 (Jalandhar, Ludhiana, Amritsar, Patiala, SAS Nagar, Bathinda)	MBA (HR/ Business Management/ Marketing) with atleast 5 years experience	Upper age limit is 55 years (as on last date of application)
2.	Placement Officer	Rs. 40,000/- PM	22 (one in each district)	MBA (HR/ Business Management/ Marketing) with atleast 2 years experience	Upper age limit is 45 years (as on last date of application)
3.	Career Counsellor	Rs. 40,000/- PM	22 (one in each district)	PG Diploma in Guidance & Counselling with atleast 2 years experience in career counselling	Upper age limit is 45 years (as on last date of application)

General conditions:

1. Complete details regarding eligibility criteria, experience, reservation of posts, age, job profiles, terms and conditions of appointment, application format (as per proforma), supporting documents, contract of engagement and other relevant information is available online on [www.punjab.gov.in](http://www.punjab.gov.in). Candidates are advised to go through these details carefully for determining their eligibility before applying.
2. One applicant can apply against one post only.
3. Application in prescribed format only along with supporting documents must be submitted to the office of Commissioner -cum- Director, Employment Generation & Training Department, Punjab, S.C.O. 47/1, Sector 17-E, Chandigarh OR soft copy can be e-mailed to [dsegt12@gmail.com](mailto:dsegt12@gmail.com) with supporting documents before 5.00 PM of 25.9.18.
4. Department of Employment Generation & Training will not be responsible for delay in submission of application. Incomplete applications and applications received after the cut-off date will be summarily rejected.

Director, Employment Generation & Training,  
Punjab.

## **JOB PROFILES**

### **Job profile of Deputy Chief Executive Officer (Dy. CEO)**

- a. Would work under the control and directions of the CEO.
- b. Overall In-charge of all the activities & functions with regard to District Bureaus of Employment & Enterprises (DBEE's).
- c. To bridge and co-ordinate the working of DBEE's with all the stakeholders i.e. applicants, employers and line departments of the Government in the district.
- d. To provide all necessary data, statistics, inputs and reports to the Head Quarters.
- e. To implement all the directions of the Head Quarters at the district level.
- f. To implement the spirit of Ghar Ghar Rozgar Mission.
- g. To ensure team work for best output of placement, enterprise development and counselling activities of the DBEE.
- h. Any other work assigned by the Government.

### **Job Profile of Placement Officer**

- a. Would work under the control and directions of the Deputy CEO.
- b. Core duty would be to identify employment avenues in his area of responsibility and provide employment (placement) to job seekers.
- c. He would identify and make contact with all potential employers of the district.
- d. Would be the contact person for all the employers and job seekers.
- e. Would work while in coordination with Counsellor.
- f. Any other work assigned by the Government.

### **Job Profile of Counsellor**

- a. Would work under the control and directions of the Deputy CEO.
- b. Core duty would be to provide counselling w.r.t. employment activities i.e. vocational, career, educational to enhance employability etc.
- c. Would provide assistance to applicants in preparing to choose, change and adjust to occupational life;
- d. Would assess the strengths and weaknesses of the applicants while using assessment tools.
- e. Would keep himself/ herself updated with latest information w.r.t. employment generation.
- f. Would work while in coordination with Placement Officer.
- g. Any other work assigned by the Government.

**Terms and Conditions**  
**for appointment as Deputy Chief Executive Officer, Placement Officer,**  
**Counsellor**

**1. Period of engagement**

The engagement shall be initially for a period of three years which may be extended/curtailed depending upon the performance of the Deputy Chief Executive Officer, Placement Officer & Counsellor with the approval of the DEGT.

>> **No Extension will be granted beyond the age of 65 years.**

**2. Contract of Engagement**

The selected applicant has to sign an agreement of engagement at Schedule A. The agreement of engagement shall ipso-facto stand terminated on the last working day of the contract and information notice shall not be necessary.

**3. Basis of Engagement**

Engagement of Deputy Chief Executive Officer, Placement Officer and Counsellor through this process shall not make them eligible for regularization.

**4. Remuneration**

As stated in the eligibility criteria. Apart from consolidated monthly fee, no perquisites such as HRA, TA/DA, residential accommodation etc. will be provided. In case the selected applicant remains absent from duty, the remuneration for the same period shall be deducted.

**5. Scope of Duties**

During the period of such engagement, the Deputy Chief Executive Officer, Placement Officer & Counsellor would be required to perform any work as assigned by the Department of EGT and the Chief Executive Officer.

**6. Leave**

The Deputy Chief Executive Officer, Placement Officer & Counsellor would not be entitled to any kind of regular leave. However, they would be entitled to leave of 15 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the Deputy Chief Executive Officer, Placement Officer & Counsellor could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. DEGT would have the right to give leave beyond 15 days without pay.

**7. Office time and working hours**

Office time and working hours will be as decided by the appointing/ competent authority.

**8. Tax Deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

**9. Confidentially of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for EGT shall remain with EGT. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for EGT, without the express written consent of the office. The Deputy Chief Executive Officer, Placement Officer & Counsellor shall be bound to hand over the entire set of records of assignment to EGT before the expiry of the contract, and before the final payment is released by EGT.

**10. Conflict of interest**

The Deputy Chief Executive Officer, Placement Officer & Counsellor appointed by Employment Generation and Training Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Employment Generation and Training Department. No Deputy Chief Executive Officer, Placement Officer & Counsellor would be permitted to take up any other assignment during the period of engagement.

**11. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 30 days. In case, a Deputy Chief Executive Officer, Placement Officer & Counsellor desires to leave the assignment, he/she is to give 30 day's notice which can be curtailed/extended depending upon the workload.

>> **In the event any Deputy Chief Executive Officer, Placement Officer & Counsellor is found unfit on any account or if he is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

1. Employment Generation and Training Department shall not be responsible for any loss, accident, damage; injury suffered by the Deputy Chief Executive Officer, Placement Officer & Counsellor what so-ever arising in or out of the execution of his work including travel.

2. The selected applicant need to join the station of appointment or transfer within the joining time allowed for the purpose. Not joining on time on appointment or transfer will lead to forfeiture of post.

**3. Guidelines for the submission of the application**

Candidate is required to apply as per performa A.

Application in prescribed format only along with supporting documents must be submitted to the office of Commissioner -cum- Director, Employment Generation & Training Department, Punjab, S.C.O. 47/1, Sector 17-E, Chandigarh OR soft copy can be e-mailed to [dsegt12@gmail.com](mailto:dsegt12@gmail.com) with supporting documents before 5.00 PM of 25.9.18.

One applicant can apply against one post only.

Maximum age for applying against the post of Deputy Chief Executive Officer is 55 years (as on last date of application) and maximum age for applying against the post of Placement Officer or Counsellor is 45 years (as on last date of application).

#### 4. Reservation of Posts

S.No.	Name of Post	General	SC	BC	ESM	PH	SC ESM	Total
1.	Deputy Chief Executive Officer	4	2	-	-	-	-	6
2.	Placement Officer	11	5	2	2	1	1	22
3.	Career Counsellor	11	5	2	2	1	1	22

4. The selected applicant shall submit the following documents:-

- i) Certificate of medical fitness issued by an MBBS doctor;
- ii) A declaration to the effect that the appointee(s) has not/shall not have more than one spouse or shall not marry a person who have a living spouse;
- iii) Attested copy of 10<sup>th</sup>, 10+2, Graduation, Post-Graduation detail marks certificate.
- iv) Attested copy of Date of Birth certificate of 10<sup>th</sup> Class.
- v) Attested copy of experience certificate.
- vi) Attested copy of reservation certificate.



13. Experience Details:

Sr. No	Office/Inst. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Gross Salary	Nature of duties
				From	To	Years	Months	Days		

14. Any other relevant information: .....

15. Details of enclosures: 1) .....  
 2) .....  
 3) .....  
 4).....  
 5).....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief.

Date:  
Place:

**Signature of candidate**

**CONTRACT OF TEMPORARY ENGAGEMENT**

**District Bureau of Employment & Enterprises**  
(Hereinafter referred to as "the Employer")

With

.....  
(Hereinafter referred to as "the Employee")

Employee Details:  IDENTITY NUMBER .....
ADDRESS .....
TEL. NO. (H) ..... CELL NO. ....
NEXT OF KIN ..... TEL. NO. ....

This serves to confirm the terms and conditions of employment agreed upon between the parties:

- 1. DATE OF ENGAGEMENT** .....
- 2. DURATION OF ENGAGEMENT** This agreement will continue until it terminates on the earliest of any of the following dates or events-  
(a) on .....; or  
(b) upon completion of the work :  
.....; or  
(c) upon the completion of the purpose or task(s) for which you are appointed, as stipulated in your job description.
- 3. JOB TITLE** \ .....
- 4. BRIEF JOB DESCRIPTION** .....
- 5. SALARY/WAGE** R..... per month.
- 6. METHOD OF PAYMENT** Cheque/Bank Transfer (delete inapplicable)  
Name of Bank: ..... Bank Branch: .....  
Branch Code: ..... Account No. ....  
Type of Account: .....
- 7. JOB PROFILE** Job Profile is attached as schedule B.
- 8. HOURS OF WORK** Engagement of the Employee would be on full time basis. Working hours shall be from 09.00 AM to 05.00 PM during working days including half an hour lunch break in between. The employee will not be allowed to take



any other assignment during the period of contractual engagement. The Employee may be called on Saturday /Sunday /other Gazetted holidays, if required. Employee may be asked to work beyond 05.00 PM if need be.

- 9. **MEAL & OTHER INTERVALS** The Employee is entitled to a meal interval of 30 minutes, which does not form part of normal working hours.
- 10. **OVERTIME** The Employee could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.
- 11. **DEDUCTIONS FROM INCOME** Employees's tax, PF, ESI and any other deduction as required by law. Where applicable, Employee contributions to benefits funds will also be deducted from employee income. In case the selected applicant remain absent from duty, the remuneration for the same period shall be deducted.
- 12. **ANNUAL LEAVE** The Employee would not be entitled to any kind of regular leave. However, he would be entitled to leave of 15 days in a calendar year, to be calculated on pro-rata basis.
- 13. **EMPLOYER PROCEDURES** Employees are required to comply with the Employer's Disciplinary Code and Procedure and Grievance Procedure, as well as all other rules, policies and procedures that may be introduced from time to time.
- 14. **TERMINATION** It is specifically mentioned and agreed upon by both the parties that this contract shall ipso-facto stand terminated on the last working day of the contract and information notice shall not be necessary.  
  
Notwithstanding anything to the contrary and subject to the provisions of the Labor Relations Act of 1955, this contract may be terminated:
  - (a) Without notice, on expiry of the fixed term of employment; or
  - (b) Prior to the expiry of the temporary purpose for which the employee has been employed is due to come to an end, by either party giving the other written notice period of 30 days.
  - (c) Subject to the above notice periods, by the Employer, in the event of the Employee's incapacity or lack of performance or due to operational requirements; or
  - (d) Summarily, if the Employee is found guilty of a serious disciplinary transgression; or
  - (e) With or without notice for any other reason recognized by law as sufficient.
- 15. The Employer shall not be responsible for any loss, accident, damage, injury suffered by the Employee arising in and out of the execution of his work including travel.
- 16. **Regularization** The Employee will not be eligible for claiming regularization/government job on the basis of this contractual appointment.
- 17. **Posting/Joining** The selected applicant need to join the station of appointment or transfer within the joining time allowed for the purpose. Not joining on time on appointment or transfer will lead to forfeiture of post.

The Employee confirms that these conditions have been explained to him/her and that he/she understands the contents hereof. The Employee acknowledges having received a copy of this contract.

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Employee

Witness

Date

.....

.....

.....

Employer

Witness

Date